



# Eureka's Parklet Program Policy and Procedures Manual



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# Geographic Limitations

1. Property must be located within the Eureka city limits.
2. No more than two parklets may be located on any given block.
3. Parklets are not allowed on streets with speed limits higher than 30 miles per hour.
4. Parklets shall not be located in; blue ADA zones, yellow loading/unloading zones, green limited parking zone, fire hydrant zones, fire lanes, active bus stops, etc. Relocation of yellow and green zones may be requested of the City, but all adjacent businesses must agree to the relocation, and the parklet owner must pay all expenses.
5. Parklets cannot cover manholes or public utility valve/covers.
6. Parklets must comply with all existing engineering requirements (e.g sight visibility triangle).





# Design Requirements

1. Except as noted below, the standard length of a parklet shall be 20 feet, which is the standard length of one parallel parking space per the California Vehicle Code. The following types of exceptions may be considered for this length requirement:
  - Parklets that utilize unused space, such as at the end of a block, or are directly adjacent to landscape areas and/or bulb-outs may be allowed to utilize the unused space.
  - Two adjoining parklets may be allowed (40 feet total).
  - Parklets may be extended beyond 20 feet if public bicycle/motorcycle parking is included.
  - Non-profit businesses that provide a clear benefit to the surrounding community may be allowed to utilize an area beyond 20 feet.
2. Parklets are public spaces, and shall be designed in such a way as to provide community benefit at all times whether the associated business is open or closed.
3. Parklets must include some permanent seating, standing-height tables, landscaping, or artistic/interactive elements.
4. Parklets shall be aligned with existing parking delineation, if any.
5. Parklets and parklet elements may not extend more than six (6) feet from the curb
6. line.
7. Each proposed element of the parklet must be installed during construction.
8. Construction of the parklet must be completed within three months of encroachment permit approval.
9. Design elements that trigger a building permit are allowed, but must receive an approved building permit and may have additional dimensional, structural/engineering, and/or design requirements.
10. In order to serve alcohol in the parklet, the parklet must be located directly in front of the business with which it is associated.
11. No advertising signage is allowed without prior written approval of the Development Services Director.
12. Parklet owners shall secure a valid Encroachment Permit from the City.
13. Parklet owners shall secure and maintain Insurance at all times (as required in the Encroachment Permit).
14. Parklet owners shall maintain a current business license with the City at all times.
15. Parklet applications shall be accompanied by the Encroachment permit fee as set by Resolution of the City Council.
16. High quality, durable materials capable of withstanding year-round use in a marine environment are required (e.g. non-corrosive bolts) No bolts or anchors shall penetrate the pavement or sidewalk.
17. Parklet platform decking shall be at the same height as the curb to avoid tripping hazard and shall not have more than a ½ inch gap from the curb.

18. Parklet platforms shall be designed to allow for curb line storm water drainage using either:
  - Two four (4) inch diameter pipe; or
  - A gap of six (6) inches between the body of the deck and the curb; or
  - A comparable design to be approved by Public Works.
19. Parklet platform design shall allow for access and cleaning underneath the platform.
20. Parklet platforms shall be designed to accommodate the crown-and-cross slope of the street surface. Close attention must be paid to existing curb condition and height to ensure the platform is flush with the curb.
21. The parklet platform cross slope cannot exceed two (2) percent. Final design drawings shall show spot elevations for both the sidewalk and the platform areas.
22. All platforms and furnishings must comply with the Americans with Disabilities Act (ADA) and be accessible to all users, including people with physical disabilities, wheelchair users, and those with impaired vision.
23. Parklet design shall include a physical barrier along the street side of the parklet
24. in order to prevent pedestrians from entering the street from the parklet. This must be accomplished while maintaining clear visual sightlines to the street.
25. No wall or rail may be less than 36 inches, as measured from the platform.
26. Continuous opaque walls more than 42 inches above the platform that block views into the platform from the surrounding streetscape are prohibited.
27. If cable railing is used, the spacing between cables cannot exceed 6 inches.
28. The parklet platform must be designed so that it can be removed within 48 hours of notice from the City. The Public Works Department will determine if submitted designs meet this criteria.
29. All rails shall be capable of withstanding a 200 pound horizontal force. Parklet platforms must be able to support 100 pounds per square foot live load.
30. Reflective delineators, or other methods approved by the City, must be placed 1 foot from either end of the parklet (reflective delineators are to be provided by the parklet operator).

# Site Plan Requirements

Once you are ready to submit a draft concept, you can submit a conceptual site plan to the City. Your plan will be reviewed by the Planning and Building Divisions and will be evaluated for compliance with the requirements outlined in the Policy and Procedures Manual. Comments will be returned, and applicants will be invited to submit a final site plan.

Conceptual site plans must include plan view drawing(s) that include:

- Footprint of proposed parklet, including entrances, railings, built-in tables/chairs, etc.
- Streets and cross streets
- Sidewalk width
- Location of existing street trees, utility poles, utilities, painted curbs, etc.
- Location of proposed amenities within the Parklet
- Dimensions (feet and inches) of everything above
- Perspective/elevation drawing or profile view plan/drawing(s) that must include:
  - Curb height
  - Street grade and sidewalk cross slope
  - Profile of proposed parklet, including entrances, railings, built-in tables/chairs, etc.
  - Location of existing street trees, utility poles, etc.
  - Location of proposed amenities within the parklet
  - Dimensions (feet and inches) of everything above

# Operational Requirements

## **On a daily basis:**

- Lock up or stow all moveable tables and chairs prior to the close of business.
- Stow or remove all food and drink service equipment prior to the end of service hours.
- Sweep the parklet surface and the area surrounding the parklet.
- Water and maintain the parklet vegetation.
- Clean the parklet platform, seating, and other parklet elements.
- Remove any debris, litter, grime, or graffiti from the parklet.
- Replace any failing parklet elements or components.

## **On a weekly basis:**

- Rinse the area underneath the parklet surface.
- Remove any debris that is impeding drainage flow along the curb and gutter beneath the parklet surface.
- Provide pest control (if necessary).
- As needed:
- Replace all parklet components that have experienced significant wear and tear.



# Aesthetic Criteria

The primary intent of the aesthetic criteria is to ensure that each parklet in Eureka is unique and that each parklet stands out as a special public space that is cool, fun, and beneficial to the overall neighborhood. In other words, the City expects each parklet to provide positive aesthetic contributions to the block face on which they are installed. The secondary intent is to ensure that parklets are designed with community benefit and/or interaction in mind.

Each of the following aesthetic elements are worth a specific number of points. In order for a parklet to be approved, it must incorporate enough elements to total at least twelve points. All aesthetic design elements chosen will be reviewed by staff to ensure parklet operators are adequately meeting the expectations of the guidelines.

## Aesthetic Criteria:

1. A specific and clearly-identifiable theme: (5 POINTS)
  - Theme is based on a specific element(s) of Eureka culture/history, or
  - Theme stimulates interaction and/or is education-based, or
  - Theme matches the business with which it is associated, or
  - Theme is associated with some unique element of the surrounding neighborhood, or
  - Theme targets a specific user group such as teens, seniors, children, pets, etc.
2. Built-in permanent seating and table/counter, up to 4 points maximum (removable tables and chairs may also be included in parklet)
  - Built-in permanent seating; 1 point for every 2 feet of permanent seating
  - created, maximum of 4 points, (1-4 POINTS)
  - Built-in permanent table or counter (minimum of 18" wide) (2 POINTS)
3. Parklet matches the architectural or design style of the building and/or business (this does not count as a "theme;" see A above)
  - Matches exterior architecture style (3 POINTS)
  - Matches interior material and/or paint color and coordinated accents (3 POINTS)
  - Matches material of surrounding streetscape (e.g. brick, aggregate,
  - stamped concrete, etc.) (3 POINTS)

4. Vertical elements (building permit may be required for vertical elements that are over three feet high; vertical elements may not obstruct driver views of sidewalk or street intersections)

- Trellises (4 POINTS) (plants growing on trellises are additional points; see below)
- Removable umbrellas; 2 points each, maximum of 4 points (2-4 POINTS)
- Small potted tree-5 gallon pot minimum (staff to ensure its hardiness and appropriate size) (1 POINT EACH, 3 POINTS MAX)
- Large potted tree-24" box maximum (staff to ensure hardiness and appropriate size of variety selected) (2 POINTS EACH, 4 POINTS MAX)
- Other approved vertical element(s) (2 POINTS)

5. Landscaping/greenery

- Trellised vines/plants (3 POINTS) (trellises are additional points; see above)
- Drought-resistant plants (1 POINT)
- Native plants (1 POINT)
- Large built-in planter boxes, landscaping, or potted plants (>10 square feet or >10 plants) (3 POINTS)
- Medium built-in planter boxes, landscaping, or potted plants (<10 square feet or <10 plants) (2 POINTS)
- Small built-in planter boxes, landscaping, or potted plants (<5 square feet or <5 plants) (1 POINT)
- Astroturf or other unique floor surfacing (1 POINT)

6. Artistically unique elements that enhance the beauty of the surrounding streetscape

- Murals painted onto parklet (3 POINTS)
- Sculpture incorporated into parklet (3 POINTS)
- Interpretive sign or plaque associated with the theme of the parklet, the history of the site, etc. (2 POINTS)
- Other approved artistic element(s) or enhancements (2 POINTS)

7. Lighting elements (all lighting must be intended for outdoor use, and must be permanently wired or connected without the use of extension cords; lighting may require additional permits)

- String lights (2 POINTS, 3 IF SOLAR POWERED)
- At least two individual "garden" lights or accent lights (1 POINT, 2 IF SOLAR POWERED)

8. Heat-related features

- Standing heaters; 2 points each; tabletop heaters; 1 point each, maximum
- of 4 points total (1-4 POINTS)
- Permanently-installed heating elements and/or other permitted heating source(s) (special permitting may be required; no open flames are allowed) (4 POINTS)

9. Bike/motorcycle parking on one or both ends of parklet with prior Engineering/Traffic approval (3 POINTS)
10. Recycled, reused, or sustainably-sourced materials for construction (2 POINTS)
11. Hydration station(s)
  - For people (1 POINT)
  - For pets (1 POINT)

# Aesthetic Criteria Checklist (attached)